

AGREEMENT BETWEEN CEDAR GROVE BOARD OF EDUCATION
and
CEDAR GROVE ASSOCIATION OF EDUCATIONAL SECRETARIES

PREAMBLE

This agreement is entered into this first day of July 1971, by and between the Board of Education of Cedar Grove, New Jersey, hereinafter called the "Board" and the Cedar Grove Association of Educational Secretaries, hereinafter called the "Association."

The Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

ARTICLE I

Term of the Agreement

This agreement shall take affect on July 1, 1971 and end on June 30, 1972, but with the approval of both parties hereto may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

ARTICLE II

Recognition

The Board hereby recognizes the Association as the exclusive and sole representative for negotiations as required by law for the following employees:

Full-time twelve month secretaries
Full-time ten month secretaries
Part-time secretaries under contract

When referring to individual employees in the above category the term "secretary" shall be used.

ARTICLE III

Selected Employment Practices

1. All full-time secretaries must be eligible to join the pension system before employment.
2. Prior to commencing work all full-time secretaries must be examined by the School Medical Director or by someone approved by the Medical Director.

ARTICLE IV

Work Year

1. All full-time secretaries shall follow a work calendar recommended by the Superintendent of Schools and approved by the Board.
2. All twelve month employees of the Board (professional, secretarial, and custodial) shall follow the same calendar.
3. All ten month and part-time ten month secretaries shall begin their work year September 1 and work until June 30. After school starts for teachers, the ten month secretaries shall basically follow the teacher calendar until school closes.

ARTICLE V

Work Week

1. Secretaries who are assigned hours between 8:00 a.m. and 4:30 p.m. shall work thirty-five (35) hours a week exclusive of lunch.
2. Office hours are established by the Superintendent of Schools with the approval of the Board of Education.

ARTICLE VI

Vacations

1. Full-time twelve month secretaries are entitled to ten (10) work days vacation per year for the first three years of employment. During the first year (July 1 - June 30) of employment a secretary serving over six months will be given vacation pro-rated.
2. After three years of employment a secretary is entitled to fifteen (15) work days of vacation; sixteen (16) work days in the eleventh year; seventeen (17) work days in the twelfth year; eighteen (18) work days in the thirteenth year; nineteen (19) work days in the fourteenth year; and twenty (20) work days vacation in the fifteenth year.
3. Vacation must be taken during the contract year.
4. Vacation days cannot be accumulative from year to year.
5. A secretary leaving the school system shall be paid for vacation time earned but not received.
6. All vacations must be cleared with the secretary's immediate superior and submitted to the Superintendent of Schools for approval.

ARTICLE VII

Sick Leave

1. All full-time twelve month secretaries employed by the Board shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulative.
2. All ten month and part-time secretaries shall have sick time prorated on the basis of their contract year.
3. Secretaries shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.
4. A doctor's certificate stating the illness, the inability of the secretary to report for work, and the period of sick disability may be required.

ARTICLE VIII

Absences

1. Absence for Business Which Cannot Be Handled Outside of School Hours

Occasionally a secretary needs to be away from work. The secretary must submit a request on the "Request for Absence Form" to the Superintendent of Schools through her building principal or administrative supervisor sufficiently in advance to permit proper coverage of the secretary's absence. Each secretary may request not more than three (3) days per year. Examples are as follows:

- | | |
|--------------------------|--|
| 1. Marriage | 6. Accidents, fire |
| 2. Court appearance | 7. Family illness (husband, wife, child, living at home) |
| 3. Academic examinations | 8. House closing |
| 4. Graduation exercises | |
| 5. Religious holy days | |

2. Death

Three (3) days absence will be permitted for the secretary when death occurs in the immediate family. Immediate family is considered to be husband, wife, mother, father, son, daughter, brother, or sister. One (1) day's absence will be permitted, if necessary, to attend the funeral of a grandparent, in-law, niece, nephew, uncle or aunt.

3. The above days shall not be accumulative.

4. Salary Deduction

A salary deduction on the basis of 1/250 for twelve month secretaries and 1/200 for ten month secretaries will be made for time in excess of that permitted. The Superintendent shall report to the Board those people who have exceeded the allowable number of days. Adjustments in salary will be made within a two month period. Each case will be handled on its own merit by the Superintendent for recommendation to the Board. Final salary adjustments, if necessary, will be made in June.

ARTICLE IX

Grievances

A. Definition

1. A grievance is a claim by a secretary (group of secretaries) or her representative that she has suffered harm by the interpretation, application or violation of policies, agreements, and administrative decisions affecting her.
2. A grievance to be considered under this procedure must be initiated in writing within thirty (30) work days from the time when the grievant knew or should have known of its occurrence.

B. Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by herself or, at her option, by the Association or by a representative selected or approved by the Association.
2. When a secretary is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent and at any later level, be notified by the Superintendent as to the nature of the grievance, when the hearing will be held, and the result.

C. Procedure

1. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified limits shall be deemed to be waiver of further appeal of the decision.
b. It is understood that any secretary grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
c. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.
The time limits specified may, however, be extended by mutual agreement.
2. Any secretary grievant who has a grievance shall, in an attempt to resolve the matter informally at that level, discuss it first with her principal or immediate administrative officer who shall give his decision within five (5) work days.
3. No later than six (6) work days after receipt of the decision of her principal or immediate superior the secretary grievant may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying:
 - a. The nature of the grievance
 - b. The nature and extent of the injury, loss, or inconvenience
 - c. The results of previous discussions
 - d. Her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed seven (7) work days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the secretary grievant, to the Association, and to the principal or other immediate superior.
4. Any time within six (6) work days a secretary may request in writing a Review Panel to further explore the grievance. In the written request the secretary must name her representative. Within two (2) work days the Superintendent shall name a second member of the Review Panel. Within two (2) additional work days the two members so named shall name a third member. These people shall constitute the Review Panel. The members of the Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations. Within three (3) work days the Panel will meet with the dissatisfied secretary to review her grievance. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the secretary's position, the Panel, at its option, may request a conference with the Board. The date of such request must be made within ten (10) days of the initial panel meeting. The Board shall schedule the conference to be held within the next twenty (20) work days or at such other date as may be mutually agreeable. At such conference the Review Panel and the secretary will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto, including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate. Within ten (10) work days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the secretary and each member of the Panel by the Superintendent. For the purposes of Article IX of this Agreement, the Board's decision shall be final and conclusive.

5. If the secretary so chooses, he may eliminate step four (4) and no later than five (5) work days after receipt of the Superintendent's decision may request a hearing with the Board. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board. Within fifteen (15) work days after receipt of the request the Board or a committee thereof shall hold a hearing with the secretary grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within then (10) work days of the completion of the hearing.

Nothing herein is intended as an infringement upon or limitation of any rights, under law, of an employee of the Board.

ARTICLE X

Salary

1. Salaries for the Association are based upon the following guide:

	<u>Secretaries 10 months</u>	<u>Secretaries 12 months</u>	<u>Secretaries to Principals 12 months</u>	<u>Secretary to Bd. Secretary 12 months</u>	<u>Secretary to Superintendent 12 months</u>
1.	\$4,075.	\$5,350.	\$5,650.	\$5,950.	\$6,050.
2.	4,250.	5,550.	5,850.	6,150.	6,250.
3.	4,425.	5,750.	6,050.	6,350.	6,450.
4.	4,625.	6,000.	6,300.	6,600.	6,700.
5.	4,825.	6,250.	6,550.	6,850.	6,950.
6.	5,025.	6,500.	6,800.	7,100.	7,200.
7.	5,225.	6,750.	7,050.	7,350.	7,450.
8.	5,425.	7,000.	7,300.	7,600.	7,700.
9.	5,675.	7,300.	7,600.	7,900.	8,000.
10.	5,925.	7,600.	7,900.	8,200.	8,300.
11.	-	7,900.	8,200.	8,500.	8,600.
12.	-	-	8,550.	8,850.	8,950.

2. Prior school experience is the only criterion for advanced placement on this guide.
3. All increments are granted on the recommendation of the Superintendent of Schools with approval of the Board.
4. After fifteen (15) years of continuous service in Cedar Grove a secretary becomes eligible for an honorarium of \$500. This honorarium is awarded on an annual basis for five years when it may become part of the base salary. Criteria for this honorarium shall be that the secretary has an outstanding work and employee relations record; has demonstrated initiative, organization ability, and leadership; and has offered suggestions for improved methods.

ARTICLE XI

Insurance Protection

All members of the Association shall be covered for full single or full family of the medical care programs selected by the Board as designated. Part-time secretaries under contract shall receive coverage on the basis of time worked.

Blue Cross
Blue Shield
Rider J
Major Medical

ARTICLE XII

Change of Assignment

1. Secretaries desirous of a change of assignment may request such consideration by writing a letter to the Superintendent of Schools with a copy to the building principal or immediate administrative officer.
2. Secretaries may be transferred within their job category. Notice of such change shall be given to the individual as soon as practicable. The secretary shall have the right to meet with her Association representative and the Superintendent to discuss the proposed assignment. If not satisfied at this point, the secretary and/or the Association representative may discuss the proposed assignment with the Board.
3. Ten-month secretaries being assigned to a twelve month work year shall be given equal experience credit provided the change is within the same job category.
4. Part-time secretaries being assigned to full-time positions will be given credit on the basis of time worked.

ARTICLE XIII

DURATION OF AGREEMENT

This agreement shall take effect on July 1, 1971 and end on June 30, 1972.

IN WITNESS WHEREOF, the Board and the Association have caused this agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

March 16, 1971

by John W. Harland, Jr.
President

CEDAR GROVE ASSOCIATION OF EDUCATIONAL SECRETARIES

by Jane Reeves
President